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ABSTRACT

This booklet contains the rules and regulations governing the certification of teachers and other school personnel in the state of Virginia. (JD)

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CERTIFICATION REGULATIONS FOR TEACHERS

and

Qualifications for Administrative, Supervisory, and Related Instructional Positions

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FOREWORD

Virginia statutes, like those in other states, require that regularly employed teachers in the public schools hold certificates in accordance with "rules of certification" prescribed by the State Board of Education. This certification authority reflects the belief that the education of children and youth should be safeguarded by requirements governing qualifications of applicants who want to teach in the public schools. Such requirements, while not guaranteeing a good teacher, do assure a minimum preparation regarded as essential for teachers throughout the State.

Revised regulations, effective July 1, 1968, which were approved by the State Board of Education in September, 1966, will be in effect for teachers applying for certification to teach in Virginia schools. This publication replaces the certification bulletins dated August, 1963—Vol. 46—No. 2 and January, 1967—Vol. 49—No. 8.

The revised standards are based on the recommendations of a special committee of college and public school representatives appointed "to make a careful study of the requirements and to make recommendations for revisions needed to strengthen the minimum qualification requirements for teachers."

Appreciation is expressed to all members of the Certification Study Committee who, by their diligent and dedicated service, have made an outstanding contribution to public education in Virginia. The revisions should have a far-reaching effect in improving public education in the State.

WOODROW W. WILKERSON
Superintendent of Public Instruction

SECTION I

CERTIFICATION REGULATIONS FOR TEACHERS

Section 22-204 of the Code of Virginia specifies in part that:

> No teacher shall be regularly employed or paid from the public funds unless such teacher holds a certificate in full force in accordance with the rules of certification laid down by the State Board of Education; . . .

In compliance with this designated authority and responsibility, the State Board of Education prescribed the rules of certification set forth in this bulletin.

A certificate in full force is defined as any certificate or license issued by the State Board of Education under its rules and regulations.

CERTIFICATES ISSUED

Postgraduate Professional

This is a ten-year renewable certificate. It is granted to an applicant who has qualified for the Collegiate Professional Certificate, has taught successfully for three years on the elementary or secondary school level, and has attained a graduate degree from an accredited* college or university.

Collegiate Professional

This certificate is issued initially for a period of five years from the date of qualification and is renewable for a five-year period. It is granted an applicant who has earned a baccalaureate degree from an accredited college or university and has completed the general requirements (including general education), professional education, and specific endorsement requirements hereinafter set forth.

Collegiate

This certificate may be granted for three years to an applicant who has earned a baccalaureate degree from an accredited college or university, who may not meet the general or professional education requirements but meets one or more of the specific endorsement requirements hereinafter set forth. This certificate is subject to extension for

*Accredited: The term accredited, as used in this bulletin, means an institution of higher learning approved by the Virginia State Board of Education, the State Council of Higher Education in Virginia, or in the case of out-of-state institutions, by their own State Board of Education and/or by recognized regional and national accrediting agencies.

two additional years on the basis of satisfactory progress toward removal of deficiencies.

The Collegiate Certificate is a nonrenewable certificate, but may be raised to the Collegiate Professional when the applicant has completed all requirements for the Collegiate Professional Certificate.

Vocational Industrial Education

A new Vocational Industrial Education Certificate will be issued for five years to qualified applicants whose basic purpose is to teach vocational trade subjects. This certificate, which may be renewed for a period of five years, will be based in part on successful work experience and in part on college credit courses.

HOW TO APPLY FOR A VIRGINIA TEACHING CERTIFICATE

Application for a Virginia teaching certificate must be filed with the Division of Teacher Education, State Department of Education, Richmond, Virginia 23216, on prescribed forms which may be obtained from the Department and from the offices of college registrars and division superintendents.

When application is made, the following credentials must be presented by the applicant or, where appropriate, by the college or school official:

1. Application Form T. C. No. 3.
2. Official transcript(s) of all academic credits as well as credits earned after the baccalaureate degree has been received. The college or university is responsible for furnishing directly to the Department the official transcript of the applicant's credit when requested by the applicant. The institution should also submit with the transcript a recommendation regarding the professional qualifications of the applicant.
3. Student Teaching Report (Form M. F. No. 8) if appropriate.
4. Report on Teaching (Form T. C. No. 4) for applicants who have had previous teaching experience.

The prospective or regular teacher has the responsibility of applying for a certificate, maintaining its validity, and filing it with the employing school authorities. Certificates are issued to persons who are teaching or who have been offered a position to teach in Virginia.

If a person has accepted a teaching position, he should obtain the

application forms from the superintendent of schools in whose division he will be employed. A senior in a Virginia college who has not accepted a teaching position may obtain the forms from the registrar of the institution in which he is enrolled. An application should not be submitted, however, until all requirements for the baccalaureate degree have been completed.

GENERAL REQUIREMENTS

I. Applicant must be a citizen of the United States, must be at least 18 years of age, and must possess good moral character.

II. Applicant must have good health and no disqualifying physical or emotional handicaps. Evidence of fitness to teach from the standpoint of health may be required from a qualified physician.

III. Applicant who has had teaching experience must have an acceptable rating on such teaching.

IV. Applicant must possess a baccalaureate degree with a background of 48 semester hours in general education, including a minimum of:

A. *Humanities*—12 semester hours

English Composition (required) and the balance from any of the following fields: foreign language, literature, speech, fine arts, music, or philosophy.

B. *Social Science*—12 semester hours

American history (required) and the balance from any of the following fields: history, anthropology, sociology, economics, political science, geography, or psychology.

C. *Laboratory Science and Mathematics*—12 semester hours (At least one course in each area)

D. *Health and Physical Education*—4 semester hours or equivalent

(At least one course in each area)

The remaining eight semester hours shall be selected from courses listed in A, B, and C above.

It is recommended that all teachers take a course in speech and basic economics to satisfy in part the general education requirements.

In lieu of the above requirement, a total of 60 semester hours in general education may be accepted at the discretion of the Director, Division of Teacher Education.

PROFESSIONAL EDUCATION REQUIREMENTS

Elementary Education (Grades 1-7 or 4-7).....18 semester hours

The professional education program shall consist of 18 semester hours of credit designed to give understanding of the physical, emotional, intellectual, and social development of children. The minimum number of semester hours is stipulated for the three required areas. The remaining semester hours may be earned in Area I, Area II, or in other appropriate professional education courses.

Area I: Human Growth and Development.....3 semester hours

Area I should contribute to an understanding of the development of physical traits, learning and intelligence, social and emotional behavior, personality and adjustment, with emphasis upon childhood and adolescence.

Area II: Curriculum and Instructional Procedures..6 semester hours

Area II should contribute to the development of an understanding and skills used in teaching the subject-matter areas normally taught in the elementary school. This area must include a course in the Techniques of Teaching Reading.

Area III: Student Teaching .....6 semester hours

Area III embodies the requirement in student teaching which represents the application and extension of the principles acquired in all types of college courses. A total of not less than 120 clock hours must be allotted to this course, with a minimum of at least 90 clock hours given to actual teaching. The experience must be in a public school, or in a school approved for student teaching.

A certificate may be endorsed for teaching grades 1-7 or grades 4-7. For the endorsement, grades 1-7, a portion of the student teaching shall be in grades 1-3. If the student teaching has been in the upper elementary grades only, the endorsement will be for grades 4-7.

Kindergarten (K or K-1, 2, 3).....18 semester hours

A total of 18 semester hours is required in specialized courses in early childhood education which is planned to develop competence in the following areas:

Area I: Human Growth and Development.....6 semester hours

Area I should contribute to an understanding of the development of physical traits, learning and intelligence, social and emotional behavior, personality and adjustment, with emphasis upon early childhood education.

Area II: Curriculum and Instructional Procedures..6 semester hours

Emphasis on curriculum and instructional procedures should be focused entirely on the kindergarten levels. If applicant expects to

qualify for teaching in kindergarten and primary grades 1-3, curriculum materials for primary grades 1-3 should be included. A course in the Techniques of Teaching Reading must be included.

Area III: Student Teaching.....6 semester hours

Supervised student teaching in a well-organized approved kindergarten is required for an endorsement in kindergarten. For those seeking the joint endorsement in kindergarten-grades 1, 2, and 3, a portion of the student teaching shall be in kindergarten and a portion in grades 1-3.

Secondary Education .....15 semester hours

The professional education program gives some uderstanding of the physical, emotional, intellectual, and social development of youth. The program shall consist of a minimum of 15 semester hours of credit designed to develop competence in the following areas:

Area I: Human Growth and Development.....3 semester hours

Area I should contribute to an understanding of the development of physical traits, learning and intelligence, social and emotional behavior, personality and adjustment, with emphasis upon childhood and adolescence.

Area II: Curriculum and Instructional Procedures..6 semester hours

Area II should contribute to the development of an understanding and skills used in teaching the subject-matter area or areas normally taught in the secondary school. For industrial arts and the vocational subjects, six semester hours must be earned in the particular field of endorsement.

Area III: Student Teaching.....6 semester hours

Area III embodies the requirement in student teaching which represents the application and extension of the principles acquired in all types of college courses. A total of not less than 120 clock hours must be allotted to this course, with a minimum of at least 90 clock hours given to actual teaching. The experience must be in a public school, or in a school approved for student teaching. The semester hours required in this area should be earned in the particular field of endorsement.

The holder of the Collegiate Certificate may have this certificate raised to the Collegiate Professional upon completing satisfactorily two years of teaching and nine semester hours of professional education. The nine semester hours should be distributed in Areas I and II with not less than three semester hours in each. The requirement of nine semester hours may be modified or waived in the discretion of the Superintendent of Public Instruction as provided in Section 22-204 of the Code of Virginia.

SPECIFIC ENDORSEMENT REQUIREMENTS FOR ELEMENTARY EDUCATION

Grades 1-7 or 4-7

An applicant for an endorsement in elementary education must qualify for the Collegiate Professional Certificate.

The applicant must also complete the current requirements as specified in general education on page 3 and must offer semester hours of credit as specified for each of the subject areas listed below.

I. English ..... 18 semester hours
The 18 semester hours should include a course in children's literature.

II. Social Science ..... 18 semester hours
The 18 semester hours shall include a course in American history and a course in basic economics and should include courses in geography and world history.

III. Mathematics ..... 6 semester hours
The 6 semester hours should include instruction in fundamental concepts of those areas of mathematics commonly taught in elementary schools.

IV. Science ..... 6 semester hours

V. Art and Music ..... 6 semester hours

VI. Health and Physical Education ..... 6 semester hours
The 6 semester hours should include instruction in safety, health, and physical education activities appropriate for the elementary level.

The number of semester hours specified for each of the foregoing subject areas may include the number of semester hours required in these fields in general education.

Kindergarten or *K–Grades 1, 2, 3*

The applicant for the joint endorsement K-1, 2, 3 must qualify for the Collegiate Professional Certificate including the general education requirements and must complete the specific endorsement requirements for elementary education. The applicant for the single endorsement in kindergarten must qualify for the Collegiate Professional Certificate, including general education requirements, and should offer semester hours of credit as specified for each of the subject areas listed below.

I. English ..... 18 semester hours
The 18 semester hours should include a course in children's literature and story telling for the young.

II. Social Science ..... 18 semester hours

III. Mathematics ..... 6 semester hours

The 6 semester hours should include instruction in fundamental concepts of those areas of mathematics commonly taught in elementary schools.

IV. Science ..... 6 semester hours

V. Art and Music ..... 6 semester hours

VI. Health and Physical Education ..... 6 semester hours

The 6 semester hours should include instruction in safety, health, and physical education activities appropriate for the K-1, 2, 3 level.

The number of semester hours specified for each of the foregoing subject areas may include the number of semester hours required in these fields in general education.

SPECIFIC ENDORSEMENT REQUIREMENTS FOR HIGH SCHOOL SUBJECTS

Endorsements authorizing an applicant to teach specific subjects in Virginia high schools may be listed on the Postgraduate Professional Certificate, the Collegiate Professional Certificate, and the Collegiate Certificate.

Endorsement requirements for a specific subject field are inclusive of any requirements specified in that field under general education for all teachers. For example, the thirty semester hours required for an endorsement to teach English include the English Composition specified in general education.

Agricultural Education

I. Completion of curriculum prescribed for preparing teachers of vocational agriculture in a college approved for this work and for which the degree of Bachelor of Science in Agricultural Education is given.

In exceptional cases an applicant may also qualify for an endorsement to teach Agricultural Education upon completion of the requirements for the baccalaureate degree in a specialized area of agriculture such as agricultural engineering, animal science, dairy science, and horticulture. Selected prescribed courses in Agricultural Education shall also be completed.

Courses should include plant and animal science, soil and water management, farm and home electrification, agricultural me-

chanics, farm management, agricultural economics, agricultural bookkeeping and accounting.

II. Applicant shall have a sound background of agricultural experience, preferably farm reared.

Art ..... 30 semester hours

I. Design, Drawing, Painting, Graphics (Studio) ..... 12 semester hours

II. Sculpture, Ceramics, Crafts..... 12 semester hours
Sculpture–6 semester hours
Ceramics and Crafts–6 semester hours

III. History, Appreciation of Art..... 6 semester hours

Business Education

An applicant may qualify for endorsement in selected areas of business education by completing 45 semester hours as follows:

Business Education–General Office Procedures.... 45 semester hours

Shall include: accounting–12 semester hours, business principles and management–12 semester hours, office systems–12 semester hours, and typewriting–9 semester hours.*

(Endorsed to teach: basic business, bookkeeping, office procedures, and typewriting)

Business Education–Stenography..... 45 semester hours

Shall include: business principles and management–12 semester hours, office systems–9 semester hours, accounting–6 semester hours, and stenography–18 semester hours.*

(Endorsed to teach: basic business, office procedures, record-keeping, shorthand, and typewriting)

Business Education–Bookkeeping-Data Processing..45 semester hours

Shall include: accounting–12 semester hours, business principles and management–12 semester hours, data processing–12 semester hours, office systems–6 semester hours, and typewriting–3 semester hours (or prior skill in typewriting)

*In the cases of students who on account of previously acquired proficiency in typewriting and shorthand are admitted to advanced courses, the credit requirements will be reduced if the student passes the most advanced course offered by the college.

(Endorsed to teach: basic business, bookkeeping and accounting, data processing, and office procedures)

Business Education (separate subject endorsements)

Bookkeeping and Accounting.....12 semester hours

Basic Business .....12 semester hours

Data Processing .....12 semester hours

Office Systems and Procedures.....12 semester hours

This includes office machines or clerical practice and such other subjects in the area of office systems and procedures as office management, filing, and business communications. Prerequisite—6 semester hours in typewriting.*

Shorthand and Typewriting.....15 semester hours

This shall include 9 semester hours in shorthand* and 6 semester hours in typewriting.*

Distributive Education .....18 semester hours

Completion of curriculum prescribed for preparing teachers of distributive education in a college approved for this work, and for which the degree of Bachelor of Science is given.

I. A minimum of 18 semester hours in technical courses such as marketing, retailing, wholesaling and/or service functions in the field of distribution is required.

II. Applicant must show evidence of adequate occuational experience in the field of distribution.

Dramatics .....12 semester hours

Driver Education .....6 semester hours

An applicant may qualify for *endorsement in driver education on a regular certificate* by completing the following recognized college credit courses:

I. A basic driver education course (3 semester hours) consisting of both classroom instruction and supervised experience in actual practice, driving (behind-the-wheel) instruction.

*In the case of students who on account of previously acquired proficiency in typewriting and shorthand are admitted to advanced courses, the credit requirements will be reduced if the student passes the most advanced course offered by the college.

II. A course in general safety education (3 semester hours)

Or

An advanced course in driver education (3 semester hours)

English ..... 30 semester hours

The requirement of a minimum of 30 semester hours shall include courses in English literature, American literature, language, and composition and should also include a course in advanced composition and Modern English Grammar.

English and Speech (Public Speaking) ..... 36 semester hours

The applicant must present 30 semester hours in English (including courses in English literature, American literature, language, and composition) and 6 semester hours in speech.

English and Journalism ..... 36 semester hours

The applicant must present 30 semester hours in English (including courses in English literature, American literature, language, and composition) and 6 semester hours in journalism.

English and Dramatics ..... 36 semester hours

The applicant must present 30 semester hours in English (including courses in English literature, American literature, language, and composition) and 6 semester hours in dramatics.

Foreign Languages (Modern) ..... 30 semester hours

The applicant must present 30 semester hours of a specific language, including the beginning, intermediate, and other courses which may have been taken prior to college study.

For endorsement in a second modern language the applicant must present 24 semester hours of a specific language, including the beginning, intermediate, and other courses which may have been taken prior to college study.

A candidate who has mastered a foreign language without having studied it in an accredited college must take the following sections of the Modern Language Association Proficiency Tests for Teachers and Advanced Students: listening comprehension, speaking, reading, writing, civilization and culture, and professional preparation. A candidate must rank above the 25th percentile on each section, and his average rank on the total of all parts must be above the average of the scores

of the 50th percentile. The administering college shall determine what is a passing score by use of the norms approved by the State Department of Education.

Latin .....24 semester hours

The applicant must present 24 semester hours of Latin, including the beginning, intermediate, and other courses which may have been taken prior to college study.

For endorsement in Latin as a second foreign language the applicant must present 18 semester hours of Latin, including the beginning, intermediate, and other courses which may have been taken prior to college study.

Health and Physical Education.....36 semester hours*

Shall include appropriate content in each of the following areas:

I. Scientific Background Area

II. General Theory in Health, Physical Education, and Safety

III. Health and Safety Education

IV. Physical Education Activities

History and Social Science.....42 semester hours

The credit shall be distributed as follows:

History .....18 semester hours

Government .....12 semester hours

Geography ..... 6 semester hours

Economics ..... 6 semester hours

This endorsement permits an applicant to teach any of the above-listed subjects.

History .....24 semester hours

(Selected in not less than two of the following: American history, ancient history, English history, European history, world history, and contemporary affairs)

Economics .....18 semester hours

Geography .....18 semester hours

*It is recommended that a course in school health and a course in physical education activities appropriate for the elementary level be included.

Government .....18 semester hours

Sociology .....18 semester hours

An applicant for a separate endorsement in history, geography, government, sociology shall be required to complete a course in basic economics.

Home Economics, Vocational.....45 semester hours

An applicant for endorsement to teach home economics must qualify for the Collegiate Professional Certificate by completing a curriculum prescribed for preparing teachers of home economics in a college approved for the preparation of vocational home economics teachers and for which the baccalaureate degree is given.

Home Economics Subject Content:

I. The Family and Child Development.....9 semester hours

II. Housing, Home Furnishing and Equipment...9 semester hours

III. Foods and Nutrition.....9 semester hours

IV. Clothing and Textiles .....9 semester hours

V. Family Economics and Home Management (including residence in a home management house) 9 semester hours

Industrial Arts Education.....30 semester hours

Thirty semester hours must be completed from at least two of the following major areas with a minimum of 10 semester hours in each of two areas. The remainder of the 30 hours may come from the same two areas or from the third area.

I. Communications (drawing and design, graphic arts, electricity and electronics, and the like)

II. Manufacturing and Construction (woodworking, metalworking, plastics, textile, ceramics, and the like)

III. Power and Transportation (aeronautics, automotive, marine, hydraulics, mechanics, chemical, and the like)

Industrial Cooperative Training

Applicant must be a graduate of an approved four-year vocational education program for industrial cooperative training coordinators.

Or

Applicant must have a baccalaureate degree and

I. Two or more years of successful teaching experience.

II. A course in administration and coordination of industrial cooperative training (or the equivalent).....3 semester hours

III. A course in methods and development of related instructional materials for industrial cooperative training (or the equivalent) .....3 semester hours

IV. Acceptable experience in business and/or industry.

Journalism .....12 semester hours

Library Science .....18 semester hours

I. Materials: Selection and Use.....12 semester hours
Courses in each of the following:
Children's Literature
Adolescent and Adult Literature
Reference & Bibliography
Non-Book Resources

II. Organization and Operation of a Library.....6 semester hours
Courses in each of the following:
School Library Administration
Technical Processing

III. Directed School Library Service.....3 semester hours*
(Must include methods of teaching the use of materials)

Mathematics

A. All high school mathematics.....27 semester hours
Shall include a course in analytic geometry and calculus and should include courses in modern algebra, geometry, and probability and/or statistics.

B. Mathematics (Pre-Algebra).....16 semester hours
Teachers of the following subjects only:
Eighth-and ninth-grade arithmetic, consumer mathematics and basic mathematics.

Mechanical Drawing .....6 semester hours

Music .....36 semester hours

I. Performance .....18 semester hours

*The 3 semester hours credit in Directed School Library Service is a part of the professional education requirements. Two years of successful experience as a librarian will satisfy the requirement of the Directed School Library Service, but no credit will be assigned.

Distribution should be as follows:

Applied Music Major—8 semester hours, Applied Music Minor—3 semester hours, Conducting—3 semester hours, Other—4 semester hours.

II. Basic Musical Knowledge.....18 semester hours

Distribution should be as follows:

Music Theory—12 semester hours, Music History and Literature—6 semester hours.

Psychology ..... 24 semester hours

Psychology is not taught in many high schools, but if an endorsement is sought, the courses should include six semester hours of General Psychology and eighteen additional semester hours in suitable advanced courses such as Educational Psychology, Adolescent Psychology, Child Psychology, and the like.

Science

Biology .....24 semester hours

Shall include a laboratory course in introductory biology. In addition a year's course in organic chemistry, physics, and mathematics should be completed.

Chemistry .....24 semester hours

Shall include courses in general principles and organic, analytical, and physical chemistry. In addition a year's course in biology, physics, and mathematics should be completed.

Earth Science .....24 semester hours

Shall include a one-year course in general college geology and a course in each of two of the following: astronomy, meteorology, oceanography, and physical geography.

General Science (Grades 8 and 9) .....24 semester hours

This requirement must include credit in at least three of the science fields (biology, chemistry, physics, or earth science).

Physics .....20 semester hours

Physics, alternate endorsement.....16 semester hours

All persons with a college major in astronomy or with endorsement

in biology, chemistry, or mathematics (all high school subjects) shall be endorsed in physics with 16 semester hours in physics, eight semester hours of which must be in courses above the introductory level which use calculus.

Speech (Public Speaking) .....12 semester hours

Trade and Industrial Education

Day Trade or Technical Subjects

A. An applicant must have completed the baccalaureate degree in vocational industrial education in an institution approved for this work. The curriculum must have provided for work experience in the trade or technology the applicant wishes to teach. The work experience requirement may have been met through either of the following procedures:

1. Completed a supervised internship in the trade or technology of sufficient length to develop competency in the subject to be taught.
2. Equivalent credit granted for previous experience in the trade or technology, which of itself will insure competency in the skills and knowledge of the subject to be taught.

Work experience acquired through either of the two procedures, and submitted for certification, must meet the provisions of the Virginia State Plan for Industrial Education.

Or

B. An applicant already holding a regular Virginia teaching certificate:

1. Must have completed 6 semester hours of credit in professional education specifically related to the field of vocational industrial education. (Courses substituted in the field of practical nurse training may be given separate approval.)
2. Must submit evidence of competency in the trade or technology he desires to teach. Skill and knowledge competency in the area of endorsement may be determined through an evaluation of the applicant's work experience.

C. Applicant with less than a baccalaureate degree

A Vocational Industrial Education Certificate will be awarded for a period of five years to an applicant for a teaching position in industrial education who meets the following requirements:

1. Is a graduate of an accredited high school (or holds a General Education Development Certificate).
2. Fulfills General Requirements I, II, and III of certification regulations.
3. Has adequate apprentice-level training and a minimum of two years of bona fide journeymen-level experience in the field he plans to teach.
4. Is recommended for certification by the State Supervisor of Industrial Education.

RENEWAL OF VOCATIONAL INDUSTRIAL EDUCATION CERTIFICATE

To remain in force, the Vocational Industrial Education Certificate must be renewed every five years by earning within the five-year period the prescribed number of college credits as outlined in the section that follow:

1. During the initial five-year period of endorsement:
   Every holder of the Vocational Industrial Education Certificate shall complete a minimum of 12 semester hours* of college credits in courses from the following general areas of vocational industrial and general education: (a) curriculum development, (b) shop organization and management, (c) teaching methods, (d) communicative skills, (e) industrial economics, (f) evaluation methods and procedure, (g) psychology. (A minimum of six semester hours of credit submitted to satisfy this requirement must be earned through courses from areas a, b, or c. The remaining six semester hours may be earned through courses from any of the areas including a, b, and c.)*
2. During each subsequent five-year period of endorsement:
   The Vocational Industrial Education Certificate must be renewed each subsequent five-year period of endorsement by completing within the five-year period six semester hours of college credit in subject areas required for completion of a degree in vocational industrial education.

*Course work in an accredited institution prior to the issuance of this certificate may be applied toward the fulfillment of this requirement but the holder of the Vocational Industrial Education Certificate must have completed all 12 semester hours credit prescribed above by the end of the first five-year period of endorsement. Regardless of the number of credits that a teacher may have for prior course work that are applicable to the prescribed 12 semester hours, a minimum of six semester hours credit must be earned during the first five-year period either from the courses prescribed in (1) above or from other subject areas required for the completion of a degree in vocational industrial education.

SPECIFIC ENDORSEMENT REQUIREMENTS FOR SPECIAL EDUCATION

An applicant for endorsement to teach special classes of exceptional children must qualify for the Collegiate Professional Certificate.

CRIPPLING CONDITIONS ..... 27 semester hours

General ..... 6 semester hours

Survey of Special Education
Pupil Evaluation (including Tests and Measurements)

Specific ..... 15 semester hours

Characteristics of Children with Crippling Conditions
Procedures for Teaching Children with Crippling Conditions
Medical Aspects of Crippling and Special Health Conditions
Student Teaching with Children with Crippling Conditions (6 semester hours)

Related ..... 6 semester hours

Adapted Physical Education
Arts and Crafts
Characteristics of the Mentally Retarded
Emotional Disorders of Children
Mental Hygiene
Psychology of Exceptional Children
Rehabilitation Techniques

EMOTIONALLY DISTURBED ..... 30 semester hours

General ..... 6 semester hours

Survey of Special Education
Pupil Evaluation (including Tests and Measurements)

Specific ..... 18 semester hours

Emotional Disorders of Children
Child and Adolescent Psychology
Remedial Techniques in Language Arts
Procedures for Teaching the Emotionally Disturbed
Student Teaching:

3 semester hours of supervised practicum in an educational setting and 3 semester hours of full-time internship in an interdisciplinary setting (6 semester hours)

Related ..... 6 semester hours

Arts and Crafts
Juvenile Delinquency
Mental Hygiene
Psychology of Exceptional Children
Rehabilitation Techniques
Remedial Arithmetic

HEARING DISORDERS ..... 33 semester hours

General ..... 9 semester hours

Psychology of Exceptional Children
Audiology-Measurement of Hearing
Anatomy and Physiology of Auditory and Vocal Mechanisms

Specific ..... 18 semester hours

Aural Rehabilitation–Speech and Language Development for the Deaf
Aural Rehabilitation–Lipreading and Auditory Training
Psychological and Emotional Problems Related to Deafness
Procedures for Teaching the Deaf
Student Teaching with Deaf and Hard of Hearing (6 semester hours)

Related ..... 6 semester hours

Phonetics
Linguistics
Audiology–Clinical Audiology
Research in Deafness, Speech and Hearing
Survey of Special Education

MENTALLY RETARDED ..... 27 semester hours

General ..... 6 semester hours

Survey of Special Education
Pupil Evaluation (including Tests and Measurements)

Specific ..... 15 semester hours

Characteristics of Mentally Retarded
Language Arts for the Mentally Retarded

Curriculum and Methods for Teaching the Mentally Retarded with attention to teaching in the groups listed below:

1. Primary age group (educable)
2. Intermediate age group (educable)
3. Secondary age group (educable)
4. Severely retarded (trainable)

Student Teaching with Mentally Retarded Children (6 semester hours)

Related ..... 6 semester hours

Arts and Crafts
Mental Hygiene
Psychology of Exceptional Children
Rehabilitation Techniques

SPEECH DISORDERS ..... 33 semester hours

Basic Areas ..... 24 semester hours

Speech Pathology—(Introduction and one additional course in pathology) ..... 6 semester hours
Anatomy and Physiology of Ear and Vocal Mechanism ..... 3 semester hours
Phonetics ..... 3 semester hours
Audiology (Measurement & Interpretation) .... 3 semester hours
Clinical Procedures in Diagnosis and Correction (three of the following): Articulation, Stuttering, Cleft Palate, Cerebral Palsy, Language Disorders ..... 9 semester hours

Related Areas ..... 6 semester hours

Survey of Special Education
Hearing Rehabilitation
Organic Speech Disorders
Psychology of Exceptional Children
Speech for the Mentally Retarded
Pupil Evaluation (including Tests & Measurements)

Student Teaching (in educational setting) ..... 3 semester hours

Clinical Practicum

Supervised clinical practicum and observation of 225 clock hours

with speech and hearing handicapped children. These hours can include the supervised student teaching of children with speech and hearing disorders along with the clinical practicum; a minimum of 25 clock hours with hearing impaired children in an educational setting or training clinic.

VISUALLY IMPAIRED ..... 30 semester hours

General ..... 6 semester hours

Survey of Special Education
Pupil Evaluation (including Tests and Measurements)

Specific ..... 18 semester hours

Anatomy, Physiology, and Diseases of the Eye
Nature and Needs of Visually-Impaired Children
Reading and Writing of Braille
Procedures for Teaching Visually-Impaired Children
Student Teaching with Visually-Impaired Children (6 semester hours)

Related ..... 6 semester hours

Mental Hygiene
Orientation, Mobility and Travel of the Visually Impaired
Psychology of Exceptional Children
Rehabilitation Techniques

SPECIAL LICENSE*

The Special License is issued only to those persons who are not eligible for regular certification. It qualifies the holder to be legally employed and paid from public funds.

I. The applicant must have earned not less than 60 semester hours of college credit and must fulfill the General Requirements I, II, and III, as listed on page 3.

II. The license will specify the grade and/or courses authorized to be taught and will be issued for a period of three years. Each renewal or revival of the original license is subject to the submission of six semester hours of college credit in courses approved by the division superintendent. The Director of Teacher Education may make exceptions to the requirement of 60

*The State Board of Education at its March, 1966, meeting established July 1, 1970, as the deadline after which there will be no original issuance of the Special License.

semester hours for individuals with previous occupational experience who are employed to teach certain vocational subjects such as those offered in day trade and evening school programs. Teachers holding one-year and three-year Special Licenses issued prior to July 1, 1962, who continue to meet renewal requirements may keep these licenses renewed, provided they do not permit them to lapse.

RENEWAL AND REVIVAL OF CERTIFICATES

Life certificates are not issued in Virginia. The periodic renewal and revival of certificates is intended to improve the teacher's knowledge of subjects generally taught in the public schools and instructional practices.

Renewal. A certificate should not be sent to the State Department of Education for renewal prior to January of the year in which it expires. Certificates may be renewed when:

I. Recommendation for renewal has been given by the division superintendent.

II. Six semester hours have been completed in an accredited college or university in courses recommended by the division superintendent.

III. The holder of a Postgraduate Professional Certificate or a Collegiate Professional Certificate has had 20 years of teaching experience (supervisory and administrative experience accepted) and if recommended by his or her division sperintendent. If the applicant is not employed by a local school board, renewal may be obtained upon the recommendation of an official who is in a position to evaluate the applicant's qualifications.

NOTE: The Postgraduate Professional Certificate is subject to renewal for a period of 10 years. Other certificates subject to renewal after July 1, 1968, will be renewed for a period of five years.

Revival. Certificates which have expired may be revived when:

I. Six semester hours have been completed in an accredited college or university in courses recommended by the division superintendent.

The revival will be dated from July 1 of the year in which the required credit is completed. In those instances when the division superintendent wishes to employ a teacher whose certificate has not been revived, he may apply to have the certificate put in force for one year with the understanding that the holder will complete the work for revival. Upon completion

of the credit, the revival will be dated from July 1 of the year in which the certificate was put in force.

NOTE: The Postgraduate Professional Certificate is subject to revival for a period of 10 years. Other certificates subject to revival after July 1, 1968, will be revived for a period of five years.

TEMPORARY CERTIFICATION

Regular certificates (Collegiate or Collegiate Professional) valid for one year and subject to extension for one additional year on the basis of extenuating circumstances will be issued to:

I. Qualified applicants who cannot fully establish credentials for prior teaching service as having been satisfactory.

II. Applicants entering the profession 10 or more years after last formal study.

III. Applicants who hold valid degrees, but do not fully meet certain Virginia general education or specific certification requirements. The additional credits needed shall be earned during the period of validity of the temporary certificate.

DATING CERTIFICATES WHEN RAISED TO HIGHER GRADE

Certificates are dated from July 1 of the year in which they are issued. When raised to a higher grade, they are issued under the following conditions:

I. The Collegiate Certificate, when raised to the Collegiate Professional, will be dated from July 1 of the year in which the required credits are completed, or from the date the Collegiate Certificate was issued if these credits were earned prior to its issuance.

II. The Postgraduate Professional Certificate, when issued to replace the Collegiate or the Collegiate Professional Certificate, will be issued from the date of qualification.

REVOCATION OF CERTIFICATES

A teaching certificate may be revoked by the State Board of Education on the basis of evidence adjudged by that Board as justifying revocation. Such evidence shall be presented by the division superintendent to the local school board for its review and action. Should the local school board, after affording the holder an opportunity to be heard, recommend that the certificate be revoked, the division superintendent shall transmit the recommendation and all evidence supporting the action to the State Superintendent of Public Instruction to be presented with his recommendation to the State Board of Educa-

tion for final action. The holder of the certificate shall be advised by the State Superintendent of his recommendation to the Board, and the date of the meeting at which it will be presented, at least two weeks in advance of such meeting, and the holder upon due notice to the State Superintendent of his desire to be heard at this meeting shall be accorded that right before the Board prior to final action being taken.

In situations exceptional to the above procedure, the Board may act directly in revoking the certificate for reasons deemed sufficient.

SUBSTITUTE TEACHER

A substitute teacher who teaches continuously in excess of 60 days or in excess of a total of 90 days in any one school year shall hold a certificate or Special License.

ADMINISTERING THE CERTIFICATION REGULATIONS

In administering these regulations, modifications may be made in exceptional and justifiable cases by the Superintendent of Public Instruction upon the recommendation of the division superintendent of schools, or the chief administrative official of a private school.

EFFECTIVE DATE

These regulations are effective July 1, 1968. All regulations previously in effect, but not contained in this bulletin, are rescinded. These requirements, except those governing renewal and revival of certificates, are not retroactive.

An applicant for a teaching certificate who earns his degree at the close of the school year prior to July 1, 1968 (or at the close of the 1968 summer session) and who makes application for the certificate in order to teach during the 1968-69 school year, may be issued the certificate, to be effective as of July 1, 1968, under certification regulations in effect prior to July 1, 1968. Applicants holding valid certificates from other states issued prior to July 1, 1968, may have their credentials evaluated in terms of regulations in effect immediately prior to that date.

SECTION II

QUALIFICATIONS FOR ADMINISTRATIVE, SUPERVISORY, AND RELATED INSTRUCTIONAL POSITIONS

The certification regulations provide that specific endorsements for elementary education, including kindergarten, high school subjects, and special education be shown on the face of the certificate.

Qualifications for administrative, supervisory, and related instructional positions are not placed on the certificate. Applications regarding eligibility for administrative, supervisory, and other positions listed below (left) should be directed to the person indicated opposite each position.

Division Superintendent of Schools	Deputy Superintendent of Public Instruction
High School Principal	Director of Secondary Education
Elementary School Principal	Director of Elementary Education
Supervisory Personnel and Visiting Teacher	Director of Elementary Education
Guidance Counselor	Supervisor of Guidance

DIVISION SUPERINTENDENT OF SCHOOLS

Revised Qualifications for Placement on the Eligible List of Division Superintendents*

Personal Qualities

Eligibility shall be limited to individuals whose records attest good character, outstanding ability, and leadership qualities.

Education

The applicant shall have earned 60 semester hours of graduate work from an institution of higher learning accredited by the State accrediting agency and shall hold the Master's degree or be pursuing a Doctoral program approved by any such accredited institution.

The applicant shall have completed some graduate work in each of the following areas: history or philosophy of education, courses designed to develop competence in supervision and curriculum development, administration, finance, law, plant, personnel management or school-community relations, research or statistical methods.

Experience

The applicant shall have had at least five years of full-time experience in administration and/or supervision in public schools, two years of which shall have been in a principalship.

Recency

A portion of either professional training or experience shall have been within a period of four years immediately prior to the application.

*These qualifications became effective November 1, 1967.

Conditions

Superintendents in office in Virginia shall not be required to meet the new qualifications so long as they remain in their present positions or are appointed to similar positions in Virginia.

Persons on the eligible list as of November 1, 1967 who have completed no graduate work beyond the Master's degree shall submit to the Department official transcripts of graduate work in support of at least six semester hours beyond the Master's degree by November 1, 1969, and six additional hours of graduate work each two years thereafter until such time as they meet the new academic requirement.

Persons on the eligible list as of November 1, 1967 who have completed graduate work beyond the Master's degree may secure from the Department of Education the necessary form to support such additional graduate study which will be credited toward the six semester hours required each two years after November 1, 1967.

Persons on the eligible list on November 1, 1969 who have not complied with the above requirement shall be removed from the Eligible List of Division Superintendents and must reapply under the new regulations.

HIGH SCHOOL PRINCIPAL

Hold the Postgraduate Professional Certificate.

Professional education courses shall include graduate study in the following areas:

Supervision
Administration
Curriculum*

At least three years of successful experience as a teacher, administrator, or supervisor, some of which must have been at the secondary school level.

Leadership qualities and personal characteristics necessary for working with teachers, parents, and children.

ELEMENTARY SCHOOL PRINCIPAL

Hold the Postgraduate Professional Certificate.

Professional education courses shall include graduate study in the following areas:

Supervision

*This new requirement for graduate study in Curriculum became effective for beginning principals September, 1962. It is not retroactive to those principals who qualified under regulations prior to that date.

Administration
Curriculum

At least three years of successful experience as a teacher, administrator, or supervisor, some of which must have been at the elementary school level.

Leadership qualities and personal characteristics necessary for working with teachers, parents, and children.

These qualifications became effective September, 1961, for beginning principals of elementary schools having ten or more classroom teachers.

SUPERVISORY PERSONNEL

Hold the Postgraduate Professional Certificate.

A minimum of 12 semester hours of graduate study is required in courses in supervision and related fields, such as: curriculum development, school organization and administration, instructional procedures and materials, research techniques, the interpretation and use of tests, evaluation of instruction, and child growth and development.

Leadership qualities and personal characteristics necessary for working effectively with teachers, principals, and other adults.

Requirements for specific positions are as follows:

Director of Instruction

Meet the general requirements for all supervisory personnel. A minimum of five years of recent and successful professional school experience.

Elementary Supervisor

Meet the general requirements for all supervisory personnel. A minimum of five years of recent and successful experience in the elementary school.

Secondary School Supervisor

Meet the general requirements for all supervisory personnel. A minimum of five years of recent and successful experience in the secondary school.

General Supervisor

Meet the general requirements for all supervisory personnel. Five years of recent and successful school experience.

These requirements became effective for beginning supervisors in September, 1961. They are not retroactive to those who qualified for the eligible list under regulations prior to that date.

VISITING TEACHER

Hold the Collegiate Professional Certificate.

A minimum of 18 semester hours of graduate study is required in at least four of the following designated areas:

Psychology
Mental Health
Child Welfare
Case Work
Problems of the Visiting Teacher
Guidance

A minimum of three years of successful classroom teaching experience, or a combination of three years of successful classroom teaching and successful experience in social work.

Personal qualities needed in order to command respect and exercise leadership.

These requirements became effective for beginning visiting teachers September, 1961. They are not retroactive to those who qualified under regulations prior to that date.

GUIDANCE COUNSELOR*

Hold the Collegiate Professional Certificate.
One or more years of successful teaching experience.

A minimum of fifteen semester hours (preferably at the graduate level) is required in at least four of the following five areas, one of which must be in Counseling and one in Tests and Measurements:

Principles and Practices of Guidance
Counseling
Tests and Measurements
Occupational and Educational Information (including Curricular Offering)
Understanding the Individual (In Relation to His Educational needs)

Personal qualities which merit the confidence and respect of pupils, parents, teachers, and school administrators.

A person having responsibility for coordination of guidance services within a school should have completed a graduate course in the Organization and Administration of a Guidance Program.

A person having responsibility for coordination of guidance services

*A Guidance Counselor is a person assigned three or more periods per day, in one or more schools, for counseling and related guidance services.

within a school division should have completed a graduate course in Methods of Educational Research.

These requirements became effective September, 1961.

QUALIFICATIONS FOR SCHOOL PSYCHOLOGISTS

Effective for School Psychologists Serving Virginia Schools After September 1, 1967

I. Hold a Master's degree in Psychology with not less than thirty semester hours of graduate credit distributed among all of the following areas:

Psychological Foundations, to include such courses as:

Developmental, Educational, Abnormal
Psychology of Exceptional Children

Educational Foundations,* to include such courses as:

History, Philosophy
Curriculum: Elementary, Secondary, Special Education

Psychological Methods and Techniques, to include such courses as:

Statistics
Principles of Educational and Psychological Measurement
Psychological Assessment
Counseling

Internship as prescribed by the college or university awarding the degree

II. Qualities of character and personality which merit the confidence and respect of students, parents, and professional educators and psychologists.

These qualifications must be met to be eligible for State reimbursement. Those who have served successfully for one year as a school psychologist will be considered to have met the internship requirement.

PROVISION FOR EXCEPTIONS

Exceptions to the qualifications for these positions may be allowed by the State Board of Education upon submission of satisfactory reasons by division superintendents of counties and cities proposing to employ the applicants.

*Two years successful experience as teacher, supervisor, school administrator or school psychologist will meet the requirements of this area.